

# Retention and Classification Report

**Agency:** Department of Commerce (106)

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**Records Officer:** Julie Price

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**AGENCY:** Department of Commerce

**SERIES:** 25594

3

**TITLE:** Adjudication case files

**DATES:** 1996-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by case name.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These case files relate to those matters which the Department of Commerce is charged to adjudicate, such as franchise disputes arising between manufacturers and dealers of new motor vehicles and powersport vehicles. They may contain pleadings, exhibits, correspondence, legal research, transcripts, recommendations by professional boards, interim orders, and final orders. Records may include judicial review files.

**RETENTION:**

Retain 10 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Audio cassettes: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**AGENCY:** Department of Commerce

**SERIES:** 25594

**TITLE:** Adjudication case files

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(2) and (9).

**AGENCY:** Department of Commerce

**SERIES:** 25617

3

**TITLE:** Administrative rule making records

**DATES:** 1941-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records include the various forms required to adopt new rules or to amend and continue existing rules. They may contain information such as the agency name and address, agency contacts, a summary of the rule or rule change and reasons for it, the anticipated cost impact, the type of notice, a justification for a 120 day rule, any applicable state or federal mandates, the means of public comment, comment period feedback, the signature of agency head or designee, and the effective date of each rule or rule change. Audio recordings or transcripts of rule hearings may also be included.

**RETENTION:**

Retain 6 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 42.

**AUTHORIZED:** 03/03/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Audio cassettes: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 4

**AGENCY:** Department of Commerce

**SERIES:** 25617

**TITLE:** Administrative rule making records

(continued)

years and then destroy.

**APPRAISAL:**

Administrative Legal

These records contain information the agency relies upon to make a rule pursuant to UCA 63-45a-1. Information may include copies of a proposed rule, change in the proposed rule, rule analysis, public comment, and the agency's report of its decision making process. Agencies are required to file the administrative record along with their responsive pleadings with the court when a rule is challenged.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 26960

3

**TITLE:** Agency contracts

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by division

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document contractual agreements between divisions of the Department of Commerce and third party individuals or entities or with other governmental agencies for goods or services. They contain the original contracts, the scope of work, amendments to the contracts, requisitions, purchase orders, correspondence, and related records.

**RETENTION:**

Retain 6 years

**DISPOSITION:**

Destroy provided no pending litigation

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 8.

**AUTHORIZED:** 09/15/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided no pending litigation.

**APPRAISAL:**

Legal  
UCA 63G-6-421 (Records of contracts made.)

**AGENCY:** Department of Commerce

**SERIES:** 26960

**TITLE:** Agency contracts

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 25593

3

**TITLE:** Agency review and appeal records

**DATES:** 1941-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by case name.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records contain information concerning department reviews and appeals of decisions made by the department's various divisions. These files include review and appeal information for divisions such as Consumer Protection, Corporations, Occupational and Professional Licensing, Real Estate, and Securities. Cases may involve licensing and registration denials, disciplinary actions, or citations for engaging in unlawful conduct regulated by the Department of Commerce. Included are interim orders and final decisions of the Executive Director, pleadings, correspondence, legal research, exhibits and transcripts of division hearings. Records may also include judicial review files.

**RETENTION:**

Retain 10 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**AGENCY:** Department of Commerce

**SERIES:** 25593

**TITLE:** Agency review and appeal records

(continued)

Audio cassettes: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(b), 302(2)(b) and (d).  
Protected. UCA 63G-2-305(9) and (10).

**AGENCY:** Department of Commerce

**SERIES:** 27176

3

**TITLE:** Americans With Disabilities Act requests for accommodations

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by name of requester

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain requests received from the public for disability accommodations for state sponsored events. Information includes the request for accommodations and the agency's response including the accommodations made and other related documentation.

**RETENTION:**

Retain 1 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 57.

**AUTHORIZED:** 01/08/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy provided no pending litigation.

**APPRAISAL:**

Administrative Legal

These records document the agency's efforts to comply with the Americans With Disabilities Act.

**AGENCY:** Department of Commerce

**SERIES:** 27176

**TITLE:** Americans With Disabilities Act requests for accommodations

(continued)

**PRIMARY CLASSIFICATION:**

Private

UCA 63G-2-302(1)(b)

**AGENCY:** Department of Commerce

**SERIES:** 21949

3

**TITLE:** Annual reports

**DATES:** 1941-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains reports about activities of the previous year. The information pertains to corporations; securities; public utilities; consumer services and protection; commercial code; occupational and professional licensing; property rights ombudsman; and real estate.

**RETENTION:**

Retain 1 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/05/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until end of fiscal year and then transfer to State Archives.

Paper copy: Retain in Office until administrative need ends.

**APPRAISAL:**

Administrative Historical

The annual report has historical value as it summarizes the activities of the agency during the year.

**AGENCY:** Department of Commerce

**SERIES:** 21949

**TITLE:** Annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Department of Commerce

**SERIES:** 24268

3

**TITLE:** Cash receipts

**DATES:** 1999-

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 13.

**AUTHORIZED:** 07/02/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

These records have administrative and fiscal value.

**AGENCY:** Department of Commerce

**SERIES:** 24268

**TITLE:** Cash receipts

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 13729

3

**TITLE:** Expenditures

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

**AUTHORIZED:** 03/20/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Commerce

**SERIES:** 13729

**TITLE:** Expenditures

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 25516

3

**TITLE:** Financial Information Network (FI-NET) non-payment records

**DATES:** 1999-

**ARRANGEMENT:** by division name, thereunder chronological.

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions. Also includes accounts receivable located in the FI-NET accounts receivable sub-system (ARS).

**RETENTION:**

Retain 3 years in office after the end of the fiscal year in which they were initiated.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 54.

**AUTHORIZED:** 08/09/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of fiscal year in which they were initiated and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Commerce

**SERIES:** 25516

**TITLE:** Financial Information Network (FI-NET) non-payment records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 25622

3

**TITLE:** Intern and volunteer records

**DATES:** 1996-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records contain information on those who have been approved by the department to complete an internship for college or university credit or serve as an unpaid volunteer. Files may include correspondence, resumes, writing samples, character reference letters, reports, notes, and other records relating to internships and volunteer programs.

**RETENTION:**

Retain 1 year after internship or volunteer program is completed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after internship or volunteer program is completed and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Commerce

**SERIES:** 25622

**TITLE:** Intern and volunteer records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(2)(d)

**SECONDARY CLASSIFICATION(S):**

Protected. 63G-2-305(25)

**AGENCY:** Department of Commerce

**SERIES:** 83837

4

**TITLE:** Licensing guides

**DATES:** 1962-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The licensing guides provide information about state policies and procedures. Published to inform businesses and professional about regulations affecting them. They include licensing procedures, business operation rules and regulations and an explanation of agency resources available to help businesses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/05/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These publications have evidentiary value as they track the history of licensing requirements in the state.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Department of Commerce

**SERIES:** 25615

3

**TITLE:** Litigation case files

**DATES:** 1941-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by case name.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These case files are created when the Department of Commerce is sued by an outside party. Records contain information about lawsuits filed by those regulated by the department, the general public, or past employees. Information may include pleadings, correspondence, legal research, and trial transcripts.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case is closed or until any pending litigation is resolved and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**AGENCY:** Department of Commerce

**SERIES:** 25615

**TITLE:** Litigation case files

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(b) and (2)(d).

Protected. UCA 63G-2-305(9),(10),(16),(17),(18), and (25).

**AGENCY:** Department of Commerce

**SERIES:** 25523 3

**TITLE:** Motor vehicle and power sport franchise dealer registration renewal notices

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by dealer type, thereunder alphabetical by dealer name.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are copies of renewal notices mailed to the holders of motor vehicle and powersport franchises in Utah and a renewal fee is paid by each dealer. The franchises are renewed annually as per UCA 13-14-105(1)(a)(2004), and UCA 13-35-105(1)(a)(2004). Information includes name of franchise holder, name of franchise, location of franchise, type of franchise, date of issuance, renewal deadline date, and amount due.

**RETENTION:**

Retain 5 years after mailed to franchise dealer.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 2 years after original is mailed to franchise dealership and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Commerce

**SERIES:** 25523

**TITLE:** Motor vehicle and power sport franchise dealer registration renewal notices

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 651

3

**TITLE:** Payroll records

**DATES:** 1941-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Reports by low organization number including time sheets, per diem, mileage, retirement, and other personnel payments or deductions.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Commerce

**SERIES:** 651

**TITLE:** Payroll records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (2008)

**AGENCY:** Department of Commerce

**SERIES:** 82838

3

**TITLE:** Personnel files

**DATES:** 2006-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Complete work history of an individual while employed by the State. Refer to UCA 67-18-1 (2005), et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When the employee transfers to another state agency, the official personnel file must be sent to the new agency. Includes application for employment or resume, verification of employment eligibility (I-9 form), and retirement/deferred compensation plan notification, corrective or disciplinary actions taken against an employee, performance plans, performance evaluations, position description, career mobility or job swap agreement, insurance benefits notification. May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, employee awards, letters of commendation, leave records and leave adjustment reports; copies of any documents affecting the employee's conduct, status or salary, etc.

**RETENTION:**

Retain 65 years after retirement or separation of employee.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

**AUTHORIZED:** 10/04/2004

**AGENCY:** Department of Commerce

**SERIES:** 82838

**TITLE:** Personnel files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after after termination of employment or until employee transfers to another State Agency and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Commerce

**SERIES:** 26451

3

**TITLE:** Policy and program correspondence

**DATES:** 1997-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Business-related correspondence which provides unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files and project files.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 03/30/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Department of Commerce

**SERIES:** 26451

**TITLE:** Policy and program correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 6881

3

**TITLE:** Professional board records

**DATES:** 1943-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain information relating to the various professional boards within the Administration Section of the Department of Commerce, including the Motor Vehicle Franchise Advisory Board and the Power-sport Vehicle Franchise Advisory Board. These files contain minutes of board meetings, meeting agendas, and the research and background information on suggested rule changes. Additional information might include board member resumes, letters of recommendation, nominations by professional organizations, appointment letters, and letters of resignation.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Microfilm master: For records prior to and including 1980. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records prior to and including 1980. Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Commerce

**SERIES:** 6881

**TITLE:** Professional board records

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(d).

Protected. UCA 63G-2-305(25).

**AGENCY:** Department of Commerce

**SERIES:** 617

3

**TITLE:** Professional licensing application files

**DATES:** 1952-

**ARRANGEMENT:** Alphanumerical by subject.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain applications for professional licenses.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after from date of application and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

Administrative

These records have administrative value and contain personal information necessary to obtain a license to practice various professions in the state of Utah.

**AGENCY:** Department of Commerce

**SERIES:** 617

**TITLE:** Professional licensing application files

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-301(3)(r)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302

**AGENCY:** Department of Commerce

**SERIES:** 20943

3

**TITLE:** Publications

**DATES:** 1947-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the Department of Commerce including pamphlets, reports, leaflets, manuals, other published or processed documents available for public notification and distribution.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/05/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until end of fiscal year and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Commerce

**SERIES:** 20943

**TITLE:** Publications

(continued)

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Department of Commerce

**SERIES:** 27175

3

**TITLE:** Records amendment request files

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by name of owner

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain requests from individuals contesting the accuracy or completeness of records containing information on themselves. Information includes the request to amend and/or review personal information included in an agency's records, agency approval or denial of the request, statement of disagreement, agency justification for refusal to amend a record, subsequent appeal of the agency's decision, and other related materials.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 35.

**AUTHORIZED:** 01/08/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after resolution of request or until closure of related case file and then destroy.

**AGENCY:** Department of Commerce

**SERIES:** 27175

**TITLE:** Records amendment request files

(continued)

**APPRAISAL:**

Administrative Legal

State law provides legal procedures for individuals to contest the accuracy or completeness of any public, private, or protected record concerning themselves. ( UCA 63G-2-603 )

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 27174

3

**TITLE:** Records requests

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by name of owner

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain information on Government Records Access and Management Act (GRAMA) requests from individuals seeking access to government records. They may contain appeals to designated records officer, chief administrative officer, the State Records Committee and to District Court. Records may also include correspondence, copies of requests, research notes, court documents, and any other documentation concerning the request and appeal process.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

**AUTHORIZED:** 01/08/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after final response completed and then destroy.

**AGENCY:** Department of Commerce

**SERIES:** 27174

**TITLE:** Records requests

(continued)

**APPRAISAL:**

Administrative Legal

Utah code 63G-2-204 provides for the request of government records.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Commerce

**SERIES:** 82840

3

**TITLE:** Travel expenditure files

**DATES:** undated-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records contain travel plans, expenditures, vouchers, and reimbursements for employees of the department to attend work related events.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in Archives for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal  
Based on the administrative needs of the office.

**AGENCY:** Department of Commerce

**SERIES:** 82840

**TITLE:** Travel expenditure files

(continued)

**PRIMARY CLASSIFICATION:**

Public